



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date
March 15, 1977

Application Number

1. Agency Address

Department of Education
School Food Service
211 Education Annex
Atlanta, Ga. 30334

FOR RECORDS MANAGEMENT USE

Application Number

77-91

Date Received

MAR 28 1977

Date Completed

MAR 31 1977

2. Person to Contact
Charlotte TuckWorking Title
Admin. AssistantTelephone Number
656-2457

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series
Earliest Latest

1970

to date

5. Records Series Title (followed by title used in office; if different)

School Food Service Approved Purchases Record Files

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The School Food Service Unit administers the Child Nutrition Programs authorized under the National School Lunch Act, the Child Nutrition Act and APEG and assists the local school systems in implementing these programs in accordance with laws and regulations.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: Reimbursing monies to local school systems for equipment, supplies, and food on the approved lists of reimbursable school food service items.

Included are:
DE Form 0110, Report of Purchases-Equipment and Supplies
0112, School Breakfast Program, Daily Record
0115, Monthly Inventory Purchased Foods, Staple
0116, Monthly Inventory USDA Foods

File is arranged: By year, thereunder alphabetically by school system, thereunder alphabetically by school.

8. Monthly Reference Rate How often are records referred to which are:

One to six months old 15; Seven to twelve months old 5; Thirteen to twenty-four months old 0
twenty-five months and older 0?

9. Annual Rate of Accumulation of Records

Letter-size drawers 3; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? <u>Local systems have the record copy.</u>
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Local systems maintain 2 copies.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>-0-</u> years.	d. Audit period	<u>-0-</u> years.
b. Statute of limitation	<u>-0-</u> years.	e. Administrative need	<u>-1-</u> years.
c. Federal law	<u>-0-</u> years.	f. Federal retention instructions	<u>0-</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

A retention period of no more than one (1) year is needed to verify that all purchases were on the approved list of purchases. The local systems maintain the audit copy.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

NOTE:

Hold in ~~the~~ current files area ~~for~~ one year; then destroy. If there are any questions concerning the purchases, hold the involved records until the questions are clarified.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <u>CT</u>	Date <u>3/23/77</u>	Records Management Officer (Signature) <u>WB</u>	Date <u>3/21/77</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee <u>QAB</u>	State Records Committee (Signature) <u>Canell Hess</u>	Date <u>3-29-77</u>
	Secretary of State/Designee		Date <u>3-29-77</u>
	Attorney General/Designee		Date <u>3-29-77</u>